

## Procedure:

1. Provided below are the instructions for Vendor Response to Bid

Initially opening the bidding engine you will see the Supplier Relationship Management (SRM) screen. Click on the **“Log On”** button.



2. The next screen will be the “sign on” screen. Here you will use your user ID and password.  
Once signed in start the transaction by clicking on “process Bid”.

### Connect to 10.90.54.30



Connect to 10.90.54.30

The server 10.90.54.30 at SAP Web Application Server [SRQ] requires a username and password.

Warning: This server is requesting that your username and password be sent in an insecure manner (basic authentication without a secure connection).

User name:

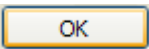
Password:

☐ Remember my password

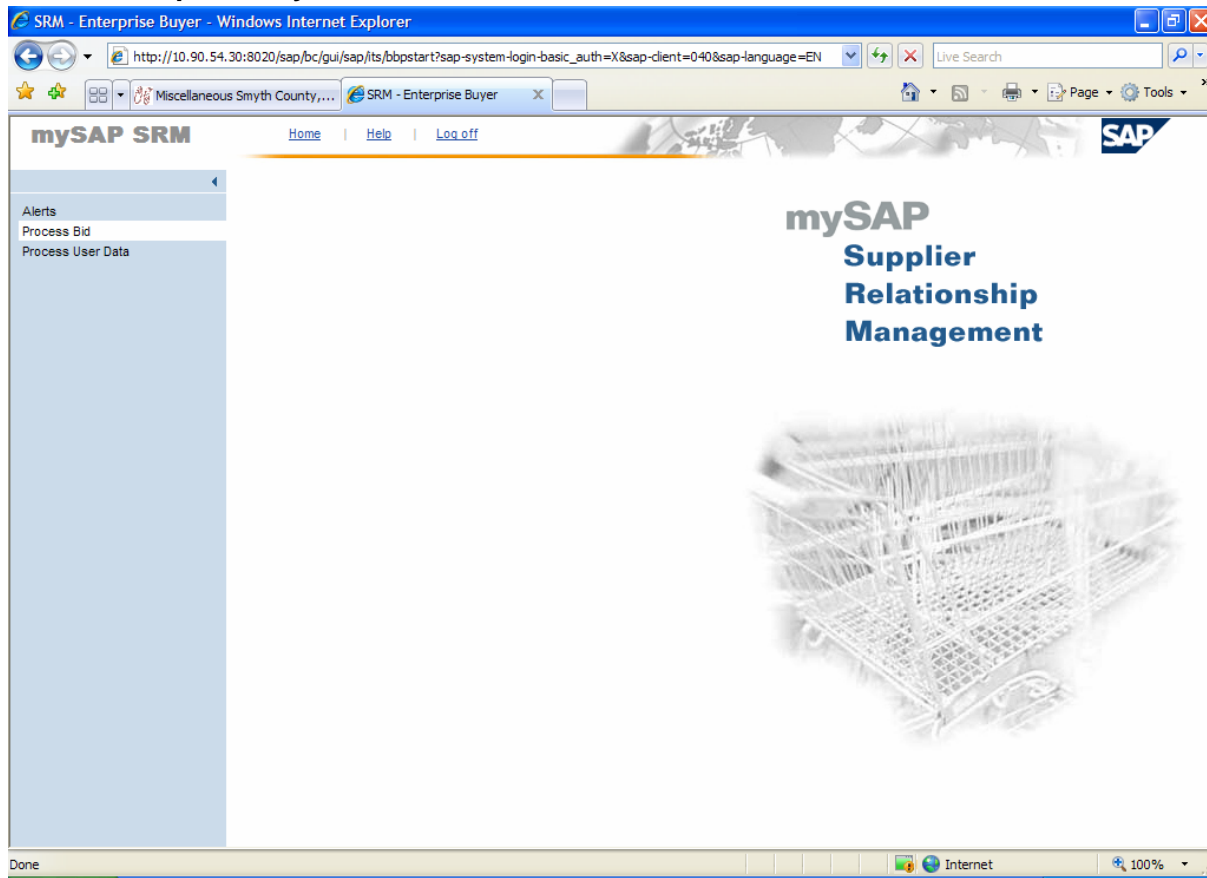
OK Cancel

3. As required, complete/review the following fields:

Field Name	R/O/C	Description
User name:	R	Description of the User name: <b>Example:</b> XXXXX
Password:	R	Description of the Password: <b>Example:</b> XXXXX

4. Click  . Once signed in start the transaction by clicking on “process bid”.

### SRM - Enterprise Buyer – Main Screen to Process Bid



5. Click **Process Bid** .

**NOTE: When logging in you will see solicitations from all the live agencies, as well as ITMO and MMO.**

This section of the reference guide will assist you in responding to specific solicitation opportunities. Once you have selected the solicitation you would like to respond to, be sure to review the details closely to ensure that your response is compliant with all requirements of the solicitation, including any bid specifications or special conditions. Follow the instruction below to respond to a solicitation from the State of South Carolina.

## SRM - Enterprise Buyer – Process Bid Screen

mySAP SRM

Home | Help | Log off

Process Bids

Find Bid Invitations and Auctions

Number of Document Name Status Processed by Me

Start Extended Search

Tip: Choose a symbol in the navigation column or navigate to the bid overview by choosing the bid number

Search Result: 12 Hits

Number	Name	Trans. Type	Start Date	End Date	Bid Status	Action
5400000104	BID FOR WOODEN EXECUTIVE DESKS	Invitation For Bid		11/05/2007 15:30:00	No Bid Created	
5400000103	BID FOR WOODEN EXECUTIVE DESKS	Invitation For Bid		11/05/2007 15:30:00	No Bid Created	
5400000102	BID FOR WOODEN EXECUTIVE DESKS	Invitation For Bid		11/05/2007 15:30:00	No Bid Created	
5400000100	CABBOTT 10/22/2007 16:04:46	Best Value Bid		11/05/2007 15:00:00	Bid submitted	
5400000098	Becky's Solicitation 3	Invitation For Bid		11/05/2007 15:30:00	No Bid Created	
5400000097	Becky's Solicitation 2	Invitation For Bid		11/05/2007 15:30:00	Held	
5400000096	Becky's Solicitation 1	Invitation For Bid		11/05/2007 15:30:00	Held	
5400000091	PR310 Training Test	Invitation For Bid		11/05/2007 16:00:00	No Bid Created	
5400000090	PR310 Training	Invitation For Bid		11/05/2007 16:00:00	Bid submitted	
5400000079	IT06 Bid Invitation	Invitation For Bid		09/25/2007 18:15:00	Follow-on Document Created	
5400000030	IT07 Bid Invitation Cycle 2 - 001	Invitation For Bid		09/18/2007 16:20:00	Bid submitted	
5400000003	IT11 Bid invitation	Invitation For Bid		09/11/2007 15:25:00	Follow-on Document Created	

Legend: Display Bid Create Bid Display Auction Change Bid Delete Bid

Note: The icons in the far right column allow a bidder to perform the following bidding functions for a solicitation, as dictated by the status of the solicitation:

- = Create Icon (allows the user to create bids on open opportunities)
- = View Details Icon (allows the user to view basic data and details of a specific bid)
- = Change Icon (allows the user to change a previously held or submitted bid)
- = Delete Icon (allows the user to delete a bid)
- = Button will refresh your search results list. If choosing to search by a different status type within the **Status** drop-down list, be sure to select the button to refresh your displayed search results list.

6. Click on the desired solicitation. This brings up the **DISPLAY INVITATION FOR BID** screen.

Click 5400000104.

## SRM - Enterprise Buyer – Display Invitation for Bid

SRM - Enterprise Buyer - Windows Internet Explorer

http://10.90.54.30:8020/sap/bc/gui/sap/its/bbpstart?sap-system-login-basic\_auth=X&sap-client=040&sap-language=EN

mySAP SRM

Home | Help | Log off

### Display Invitation For Bid

Records Management | Register | Create | Hold | Change | Refresh | Output Preview

[Back to Initial Screen](#)

Invitation For Bid: Name BID FOR WOODEN EXECUTIVE DESKS Number 5400000104 External Version Number 1

General Data | Item Data

[Basic Data](#) | [Attributes](#) | [Valuation](#) | [Information from Purchaser](#) | [Partner/Delivery Address](#)

Check the information for the bid invitation.

Time Zone	EST
End Date	11/05/2007 15:30:00
Opening Date	11/05/2007 16:30:00
Validity Period	01/01/2008 To 12/30/2008
Currency	USD United States Dollar

Done Internet 100%

The **BASIC DATA TAB** notes the end and open date of the solicitation.

**NOTE:** The **END DATE** is the date on which the solicitation expires. Changes to a response can be made up until the designated time on the **END DATE**. The **OPEN DATE** is the date on which the solicitation responses will be opened by the State. *Upon clicking the create button the system will, by default, open the “Attributes” section. Manually select the “Basic Data” tab to view start, end, and open date information for the solicitation.*

7. Upon selection of the solicitation being responded to, the Display Bid is presented. The screen contains two tabs: General Data and Item Data. Within each tab there are links to various components of the solicitation as shown below. Depending on the complexity of the solicitation, the number of line items associated with it, a review at the line item detail level may be necessary.

**GENERAL DATA TABS**

Basic Data  
Attributes  
Information from Purchaser  
My Notes  
Partner Delivery Address  
Conditions  
Bid Invitation Versions

**ITEM DATA TABS:**

Shows the line item associated with the solicitation  
Basic Data  
Schedule Lines  
Information from Purchaser  
My Notes  
Conditions  
Partner Delivery Address

## SRM - Enterprise Buyer – PROCESS BID

SRM - Enterprise Buyer - Windows Internet Explorer

http://10.90.54.30:8020/sap/bc/gui/sap/its/bbpstart?sap-system-login-basic\_auth=X&sap-client=040&sap-language=EN

Live Search

Miscellaneous Smyth County,...

SRM - Enterprise Buyer

mySAP SRM

Home | Help | Log off

Alerts

Process Bid

Process User Data

Submit | Hold | Delete | Check | Refresh | Download | Upload | Output Preview

Back to Initial Screen

Invitation For Bid: Name BID FOR WOODEN EXECUTIVE DESKS Number 5400000104 External Version Number 1

General Data | Item Data

Basic Data | Attributes | Valuation | Information from Purchaser | My Notes | Partner/Delivery Address | Conditions | Bid Invitation Versions

Check the information in your bid. You can also add your own notes.

Overview of Attributes

Question	Reply	Comment
1. The Submitter has read and understands the terms and conditions of this solicitation.	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Reply	
2. The offer is in accordance with the terms and conditions of this solicitation. *	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Reply	
Are you requesting the SC Resident Vendor Preference? See the SC Procurement Code, Section 11-35-1524 and Section I of this solicitation for more information. *	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Reply	

Done

Internet 100%

- Once the open and end date of the solicitation is noted return to the **Attributes** tab also located under the General Data Tab.

9. Click **Attributes**.

NOTE: This is information from the purchaser: This section will have messages from the buyer about the solicitation and any attachments. Terms and conditions will be an attachment in this section.

## SRM - Enterprise Buyer – PROCESS BID

SRM - Enterprise Buyer - Windows Internet Explorer

http://10.90.54.30:8020/sap/bc/gui/sap/its/bbpstart?sap-system-login-basic\_auth=X&sap-client=040&sap-language=EN

mySAP SRM

Home | Help | Log off

Process Bid

Submit | Hold | Delete | Check | Refresh | Download | Upload | Output Preview

Back to Initial Screen

Invitation For Bid: Name BID FOR WOODEN EXECUTIVE DESKS Number 5400000104 External Version Number 1

General Data Item Data

Basic Data | **Attributes** | Valuation | Information from Purchaser | My Notes | Partner/Delivery Address | Conditions | Bid Invitation Versions

Check the information in your bid. You can also add your own notes.

Overview of Attributes

Question	Reply	Comment
1. The Submitter has read and understands the terms and conditions of this solicitation.	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Reply	
2. The offer is in accordance with the terms and conditions of this solicitation. *	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Reply	
Are you requesting the SC Resident Vendor Preference? See the SC Procurement Code, Section 11-35-1524 and Section I of this solicitation for more information. *	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Reply	

NOTE: ATTRIBUTES are requirements of the solicitation that necessitate a response. Failure to respond to these items will result in an error message upon submission. Attribute requirements will vary based upon the complexity of the solicitation.

10. Click . To answer the required questions by selecting the appropriate field or radio button.



11. Click **Item Data** . Next Click the ITEM DATA TAB to continue the final attribute questions should there be any.

## SRM - Enterprise Buyer – PROCESS BID

SRM - Enterprise Buyer - Windows Internet Explorer

http://10.90.54.30:8020/sap/bc/gui/sap/its/bbpstart?sap-system-login-basic\_auth=X&sap-client=040&sap-language=EN

mySAP SRM

Home | Help | Log off

Process Bid

Submit Hold Delete Check Refresh Download Upload Output Preview

Back to Initial Screen

Invitation For Bid: Name BID FOR WOODEN EXECUTIVE DESKS Number S400000104 External Version Number 1

General Data Item Data

Tip: (1) You can enter values directly in the tables and press Submit button on the top, or you can go to the details of each item by clicking the item number or detail icon and then submit your bid.  
(2) You cannot submit bids directly on items with conditional pricing, or items with required attributes.

☐ Display Documents

Item Overview

Find Item

Item	Description	Item Category	Product Category	Submitted Target Quantity	Attachments (buyer/me)	Notes (buyer/me)	Attributes	Price
1	Executive wooden desks	Material	OFFICE FURNITURE	25 each	0 / 0	1 / 0	1 (1 required)	USD Per

Legend : Display item details Change price

javascript:HyperSubmitItem('QUOT\_IATR','DC81968F66F6CDF1B38C00110A5E00EC','1')

Internet 100%

12. Click **1 (1 required)** and proceed to answer **ALL** attributes attached.

## SRM - Enterprise Buyer – Process Bid

SRM - Enterprise Buyer - Windows Internet Explorer

http://10.90.54.30:8020/sap/bc/gui/sap/its/bbpstart?sap-system-login-basic\_auth=X&sap-client=040&sap-language=EN

mySAP SRM Home Help Log off

Process Bid

Submit Hold Delete Check Refresh Download Upload Output Preview Back to Initial Screen

Invitation For Bid: Name BID FOR WOODEN EXECUTIVE DESKS Number 5400000104 External Version Number 1

General Data Item Data

Basic Data Schedule Lines Attributes Valuation Information from Purchaser My Notes Conditions Partner/Delivery Address Back Continue Back to Item Overview

Item Detail 1: Executive wooden desks

Overview of Attributes

Question	Reply	Comment
SC/US End-Product Preference (Section 11-35-1524). Select SC End Product Preference if product is made, manufactured or grown in SC. Select US End Product if product is made, manufactured or grown in the US. Select No Reply if not claiming a preference. *	SC	

13. As required, complete/review the following fields:

Field Name	R/O/C	Description
Reply	R	Description of the Reply <b>Example:</b> SC End Product

14. Click **General Data** (General Data Tab).

15. Click [Information from Purchaser](#) .

## SRM - Enterprise Buyer – PROCESS BID

SRM - Enterprise Buyer - Windows Internet Explorer

http://10.90.54.30:8020/sap/bc/gui/sap/its/bbpstart?sap-system-login-basic\_auth=X&sap-client=040&sap-language=EN

mySAP SRM

Home | Help | Log off

Process Bid

Submit | Hold | Delete | Check | Refresh | Download | Upload | Output Preview

Back to Initial Screen

Invitation For Bid: Name BID FOR WOODEN EXECUTIVE DESKS Number 5400000104 External Version Number 1

General Data | Item Data

Basic Data | Attributes | Valuation | **Information from Purchaser** | My Notes | Partner/Delivery Address | Conditions | Bid Invitation Versions

Check the information in your bid. You can also add your own notes.

Texts

To Display / Edit the Texts, Choose the Appropriate Text Type

Text Overview

Text Type	Text Preview (60 Chars.)
Tendering text	Information to the vendor from the buyer at a header level i...
Purchaser's Remarks	
Tendering text	Information to the vendor from the buyer at a header level in this text box.

Attachments

Overview of Attachments

	Description	Category	Version	Processor	Typ	File Size (Kb)	Changed By	Changed on
<input type="radio"/>	<a href="#">Word Document</a>	Standard Attachment	1		rtf	157	CABBOTT	10/22/2007 16:48:52
<input type="radio"/>	<a href="#">Document</a>	Standard Attachment	1		pdf	46	CABBOTT	10/22/2007 16:48:52

http://sceisrqcs1.bcbad.state.sc.us:8020/sap/ebp/docserver/Word%20Document.WORD.rtf?phioget&KpId=DC80E0229043E1F

Internet 100%

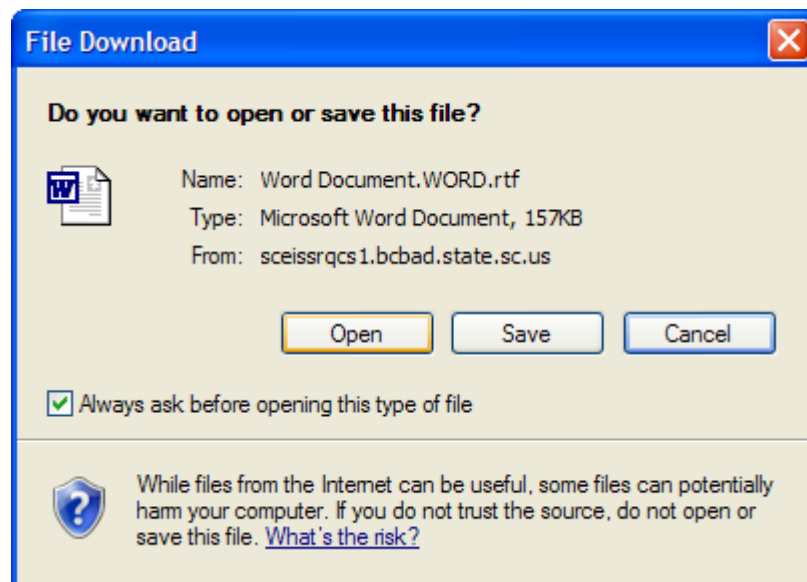
NOTE: The **Information from Purchaser** link contains information provided by the State of S.C. to further describe the specifications, terms, and conditions of the solicitation. Information can be displayed on this page or as a document attached to the solicitation.

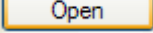
16. Click [Word Document](#) . When there is an attachment to the solicitation and select the link. **This will require your user ID and password to open the attachment.**

17. As required, complete/review the following fields:

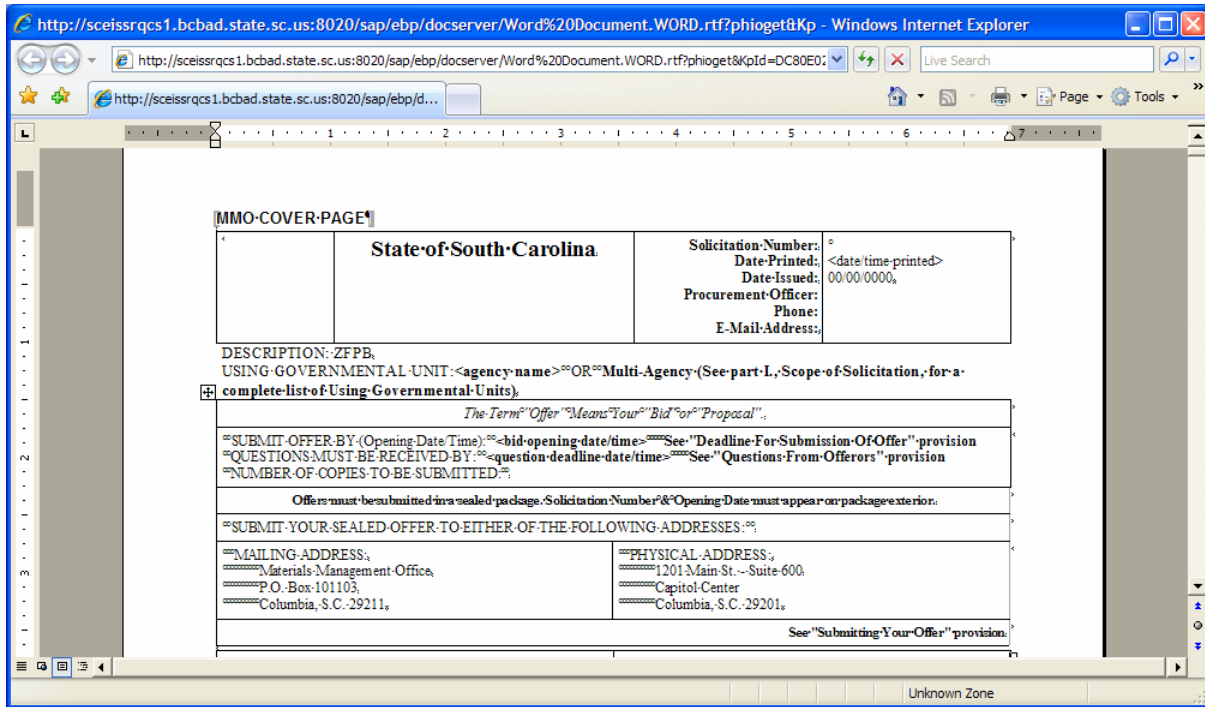
Field Name	R/O/C	Description
Password:	R	ID: xxxxx: Password: xxxxx

### File Download



18. Click  . Open the attachment and read the information provided by the State of S.C. describing the specifications and conditions of the solicitation. See example of an attachment below.

<http://sceissrqcs1.bcbad.state.sc.us:8020/sap/ebp/docserver/Word%20Document.WORD.rtf?phioget&Kp> - Windows Internet Explorer



http://sceissrqcs1.bcbad.state.sc.us:8020/sap/ebp/docserver/Word%20Document.WORD.rtf?phioget&Kp - Windows Internet Explorer

http://sceissrqcs1.bcbad.state.sc.us:8020/sap/ebp/docserver/Word%20Document.WORD.rtf?phioget&KpId=DC80E0...

Live Search

http://sceissrqcs1.bcbad.state.sc.us:8020/sap/ebp/d...

MMO-COVER-PAGE

	State of South Carolina	Solicitation Number:	
		Date Printed:	<date/time-printed>
		Date Issued:	00/00/0000
		Procurement Officer:	
		Phone:	
		E-Mail Address:	

DESCRIPTION: ZFPB,  
USING GOVERNMENTAL UNIT: <agency name> OR Multi-Agency (See part I, Scope of Solicitation, for a complete list of Using Governmental Units)

The Term "Offer" Means Your "Bid" or "Proposal".

\*SUBMIT OFFER BY (Opening Date/Time): <bid-opening-date/time> See "Deadline For Submission Of Offer" provision  
 \*QUESTIONS MUST BE RECEIVED BY: <question-deadline-date/time> See "Questions From Offerors" provision  
 \*NUMBER OF COPIES TO BE SUBMITTED:


Offer must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

\*SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS: Materials Management Office, P.O. Box 101103, Columbia, S.C. 29211.	PHYSICAL ADDRESS: 1201 Main St., Suite 600, Capitol Center Columbia, S.C. 29201.
---	---

See "Submitting Your Offer" provision

Unknown Zone

19. Click  to close the document.

## SRM - Enterprise Buyer – PROCESS BID

SRM - Enterprise Buyer - Windows Internet Explorer

http://10.90.54.30:8020/sap/bc/gui/sap/its/bbpstart?sap-system-login-basic\_auth=X&sap-client=040&sap-language=EN

Live Search

Miscellaneous Smyth County,.... SRM - Enterprise Buyer

mySAP SRM Home Help Log off

Process Bid

Submit Hold Delete Check Refresh Download Upload Output Preview

Back to Initial Screen

Invitation For Bid: Name BID FOR WOODEN EXECUTIVE DESKS Number 5400000104 External Version Number 1

General Data Item Data

Basic Data | Attributes | Valuation | Information from Purchaser | My Notes | Partner/Delivery Address | Conditions | Bid Invitation Versions

Check the information in your bid. You can also add your own notes.

Texts

To Display / Edit the Texts, Choose the Appropriate Text Type

Text Overview

Text Type Text Preview (60 Chars.)

Tendering text Information to the vendor from the buyer at a header level i...

Purchaser's Remarks

Tendering text Information to the vendor from the buyer at a header level in this text box.

Attachments

Overview of Attachments

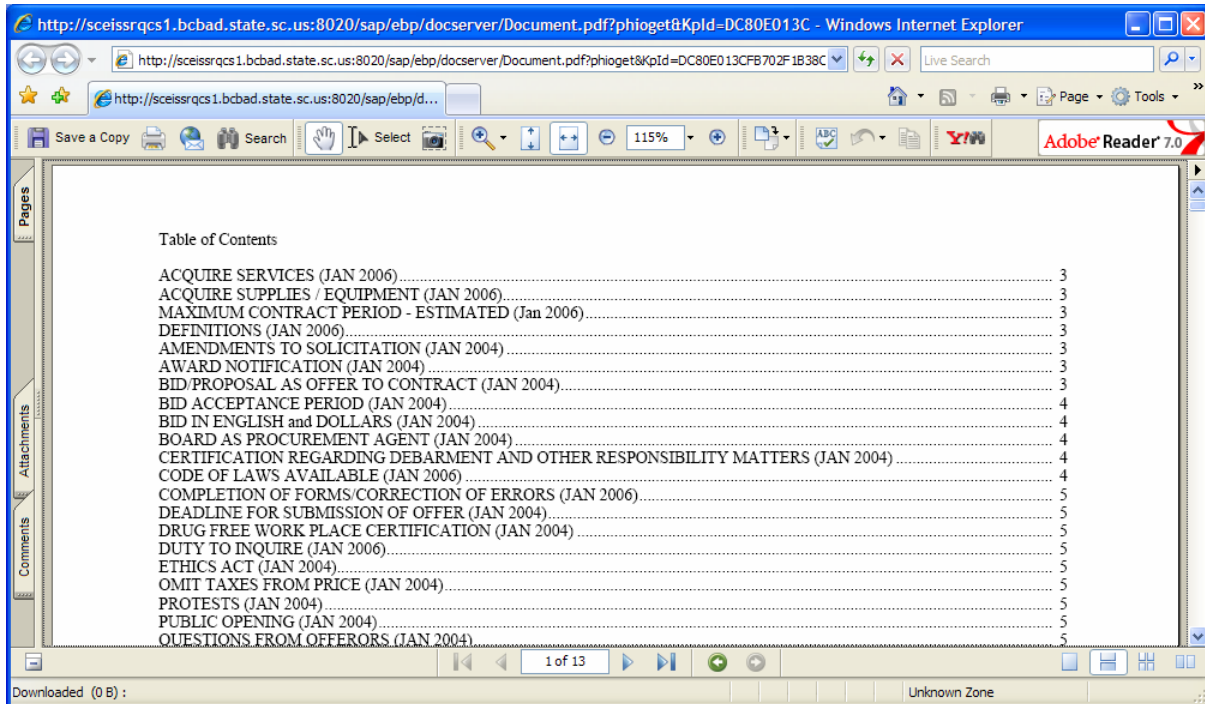
	Description	Category	Version	Processor	Typ	File Size (Kb)	Changed By	Changed on
<input type="radio"/>	Word Document	Standard Attachment	1		rtf	157	CABBOTT	10/22/2007 16:48:52
<input type="radio"/>	Document	Standard Attachment	1		pdf	46	CABBOTT	10/22/2007 16:48:52


http://sceissrqcs1.bcbad.state.sc.us:8020/sap/ebp/docserver/Document.pdf?phioget&KpId=DC80E013CFB702F1B38C00110A5E1

Internet 100%

20. Click **Document** to review the second document should there be one. A password will not be required once given initially for the first document. See example of an attachment below.

<http://sceissrqcs1.bcbad.state.sc.us:8020/sap/ebp/docserver/Document.pdf?phioget&Kpld=DC80E013C> - Windows Internet Explorer



21. Click  to close the document.

## SRM - Enterprise Buyer – Process Bid

SRM - Enterprise Buyer - Windows Internet Explorer

http://10.90.54.30:8020/sap/bc/gui/sap/its/bbpstart?sap-system-login-basic\_auth=X&sap-client=040&sap-language=EN

Live Search

Miscellaneous Smyth County,.... SRM - Enterprise Buyer

mySAP SRM Home Help Log off

Alerts  
Process Bid  
Process User Data

Submit Hold Delete Check Refresh Download Upload Output Preview

Back to Initial Screen

Invitation For Bid: Name BID FOR WOODEN EXECUTIVE DESKS Number 5400000104 External Version Number 1

General Data Item Data

Basic Data | Attributes | Valuation | Information from Purchaser | My Notes | Partner/Delivery Address | Conditions | Bid Invitation Versions

Check the information in your bid. You can also add your own notes.

Texts

To Display / Edit the Texts, Choose the Appropriate Text Type

Text Overview

Text Type	Text Preview (60 Chars.)
Tendering text	Information to the vendor from the buyer at a header level I...
Purchaser's Remarks	
Tendering text	Information to the vendor from the buyer at a header level in this text box.

Attachments

Overview of Attachments

	Description	Category	Version	Processor	Typ	File Size (Kb)	Changed By	Changed on
<input type="radio"/>	Word Document	Standard Attachment	1		rtf	157	CABBOTT	10/22/2007 16:48:52
<input type="radio"/>	Document	Standard Attachment	1		pdf	46	CABBOTT	10/22/2007 16:48:52

Internet 100%

12. Click [My Notes](#) .

**NOTE:** The bidder is able to enter any information necessary to describe their bid. An attachment can also be added.



## SRM - Enterprise Buyer – PROCESS BID

The screenshot shows the mySAP SRM interface in a Windows Internet Explorer browser window. The address bar displays the URL: `http://10.90.54.30:8020/sap/bc/gui/sap/its/bspstart?sap-system-login-basic_auth=X&sap-client=040&sap-language=EN`. The browser's title bar reads "SRM - Enterprise Buyer - Windows Internet Explorer".

The mySAP SRM header includes navigation links for [Home](#), [Help](#), and [Log off](#), along with the SAP logo. A left-hand menu contains "Alerts", "Process Bid", and "Process User Data".

The main content area is titled "Process Bid" and features a toolbar with buttons: [Submit](#), [Hold](#), [Delete](#), [Check](#), [Refresh](#), [Download](#), [Upload](#), and [Output Preview](#). A [Back to Initial Screen](#) link is located on the right.

The "Invitation For Bid" section shows the following details:

- Invitation For Bid: Name **BID FOR WOODEN EXECUTIVE DESKS** Number **5400000104** External Version Number **1**

Below this, there are tabs for [General Data](#) and [Item Data](#). The [General Data](#) tab is active, displaying a series of links: [Basic Data](#), [Attributes](#), [Valuation](#), [Information from Purchaser](#), [My Notes](#), [Partner/Delivery Address](#), [Conditions](#), and [Bid Invitation Versions](#). A note below these links states: "Check the information in your bid. You can also add your own notes."

The "Texts" section contains a "Bidder's Remarks" text area.

The "Attachments" section is titled "Upload a Document:" and includes a "Description" text box, a "Path" text box with a [Browse...](#) button, and an [Add](#) button. Below this, it states "No Documents Available".

The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

23. Do Not Click [Partner/Delivery Address](#) .

**NOTE:** The **Partner Delivery Address** does not apply. If delivery is part of the solicitation or term and conditions, it will be under the "Information from Purchaser".

## SRM - Enterprise Buyer – PROCESS BID

SRM - Enterprise Buyer - Windows Internet Explorer

http://10.90.54.30:8020/sap/bc/gui/sap/its/bbpstart?sap-system-login-basic\_auth=X&sap-client=040&sap-language=EN

Live Search

Miscellaneous Smyth County,...

SRM - Enterprise Buyer

mySAP SRM

Home | Help | Log off

Alerts

Process Bid

Process User Data

Submit Hold Delete Check Refresh Download Upload Output Preview

Back to Initial Screen

Invitation For Bid: Name BID FOR WOODEN EXECUTIVE DESKS Number 5400000104 External Version Number 1

General Data Item Data

Basic Data | Attributes | Valuation | Information from Purchaser | My Notes | Partner/Delivery Address | Conditions | Bid Invitation Versions

Check the information in your bid. You can also add your own notes.

Partner Overview

Function	Number	Name	Action
No Business Partners Exist			

Done

Internet

100%

24. Click [Conditions](#) and review any conditions associated with the solicitation.

## SRM - Enterprise Buyer – PROCESS BID

Condit. Type	Amount	Price Unit	Unit	Valid From	Valid To	Actions
<input type="text"/>	0.00					
<input type="text"/>	0.00					
<input type="text"/>	0.00					
<input type="text"/>	0.00					
<input type="text"/>	0.00					
<input type="text"/>	0.00					
<input type="text"/>	0.00					
<input type="text"/>	0.00					
<input type="text"/>	0.00					
<input type="text"/>	0.00					

Add New Conditions

25. As required, complete/review the following fields:

Field Name	R/O/C	Description
Condition. Type	R	Description of the Condition. Type. <b>Example:</b> SRM Discount Percent

**NOTE:** If responding to a bid solicitation that includes a discount off a manufacturer's price list or catalog, the percent discount **CANNOT BE ENTERED ON THE ITEM OVERVIEW SCREEN**. It must be entered on the item conditions screen. The bidder must enter the percent discount they are offering from the manufacturer's price list or catalog in the **amount** column.

26. Click [Bid Invitation Versions](#).

**NOTE:** The **Bid Invitation Versions** link contains historical versions of the solicitation. While the bidder cannot respond to previous versions of the solicitation, they can be reviewed to compare information contained therein.

## SRM - Enterprise Buyer – Process Bid

The screenshot shows the mySAP SRM interface in a Windows Internet Explorer browser. The page title is "SRM - Enterprise Buyer - Windows Internet Explorer". The address bar shows the URL: [http://10.90.54.30:8020/sap/bc/gui/sap/its/bbpstart?sap-system-login-basic\\_auth=X&sap-client=040&sap-language=EN](http://10.90.54.30:8020/sap/bc/gui/sap/its/bbpstart?sap-system-login-basic_auth=X&sap-client=040&sap-language=EN). The page has a navigation bar with "Home", "Help", and "Log off" links. The main content area is titled "Process Bid" and includes a sidebar with "Alerts", "Process Bid", and "Process User Data". The main content area has a "Process Bid" section with a "Back to Initial Screen" link. Below this, there is a "General Data" tab and an "Item Data" tab. The "Item Data" tab is active, showing a table with the following data:

Selection	Doc./Version Type	ExternalVersion	Created on	Doc. Name
<input checked="" type="checkbox"/>	Active Doc.	1	10/22/2007 16:51:03	BID FOR WOODEN EXECUTIVE DESKS
<input checked="" type="checkbox"/>	Historical Version	1	10/22/2007 16:51:07	BID FOR WOODEN EXECUTIVE DESKS

Click [Item Data](#) (Item Data) to continue with the solicitation response. The **Item Data** tab provides detailed information on each line item in the solicitation

## SRM - Enterprise Buyer – PROCESS BID

SRM - Enterprise Buyer - Windows Internet Explorer

http://10.90.54.30:8020/sap/bc/gui/sap/its/bbpstart?sap-system-login-basic\_auth=X&sap-client=040&sap-language=EN

mySAP SRM Home Help Log off

Process Bid

Submit Hold Delete Check Refresh Download Upload Output Preview

Back to Initial Screen

Invitation For Bid: Name: BID FOR WOODEN EXECUTIVE DESKS Number: 5400000104 External Version Number: 1

General Data Item Data

Tip: (1) You can enter values directly in the tables and press Submit button on the top, or you can go to the details of each item by clicking the item number or detail icon and then submit your bid.  
(2) You cannot submit bids directly on items with conditional pricing, or items with required attributes.

☐ Display Documents

Item Overview

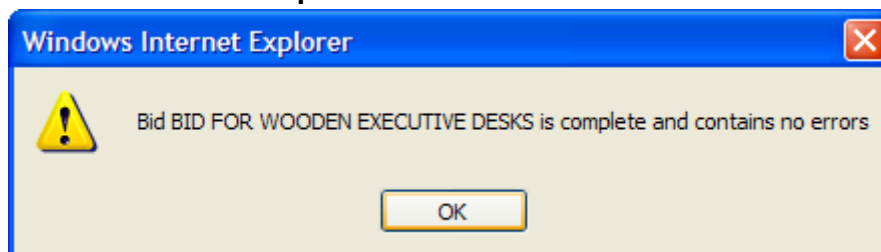
Find Item

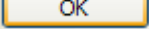
Item	Description	Item Category	Product Category	Submitted Target Quantity	Attachments (buyer/me)	Notes (buyer/me)	Attributes	Price
1	Executive wooden desks	Material	OFFICE FURNITURE	25	each	0 / 0	1 / 0 1 (1 required)	USD Per

Legend: Display item details Change price

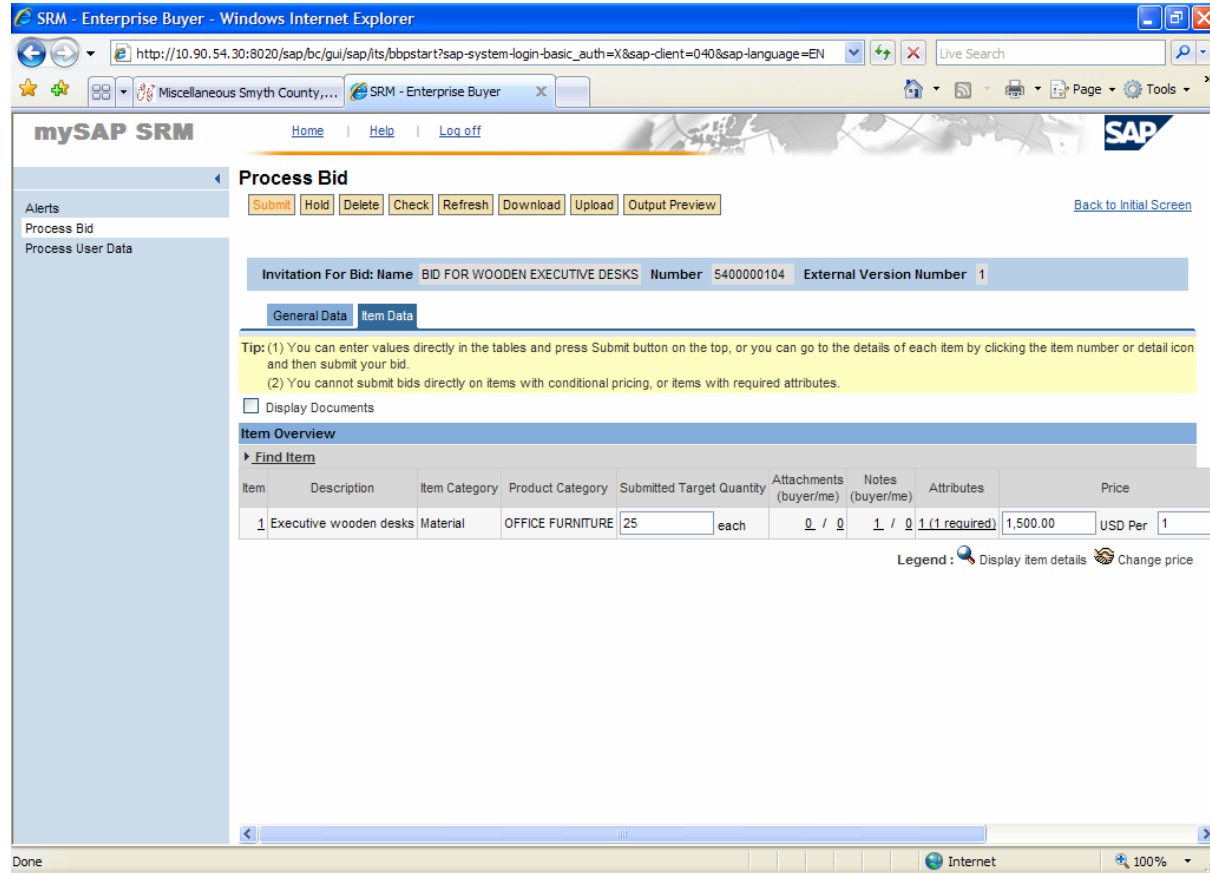
27. Click  and add the price.
28. Click  and add the unit of measure per the quoted price.
29. Click **Check**.

## Windows Internet Explorer



30. Click  if there are no errors. In the event the response has errors, the tab containing the errors will be denoted with an exclamation point (!). To correct or enter the information select the tab with the exclamation point (!).

## SRM - Enterprise Buyer – PROCESS BID



SRM - Enterprise Buyer - Windows Internet Explorer

http://10.90.54.30:8020/sap/bc/gui/sap/its/bbpstart?sap-system-login-basic\_auth=X&sap-client=040&sap-language=EN

mySAP SRM Home Help Log off

SAP

**Process Bid**

Submit Hold Delete Check Refresh Download Upload Output Preview

Back to Initial Screen

Invitation For Bid: Name BID FOR WOODEN EXECUTIVE DESKS Number 5400000104 External Version Number 1

General Data Item Data



Tip: (1) You can enter values directly in the tables and press Submit button on the top, or you can go to the details of each item by clicking the item number or detail icon and then submit your bid.  
(2) You cannot submit bids directly on items with conditional pricing, or items with required attributes.

☐ Display Documents

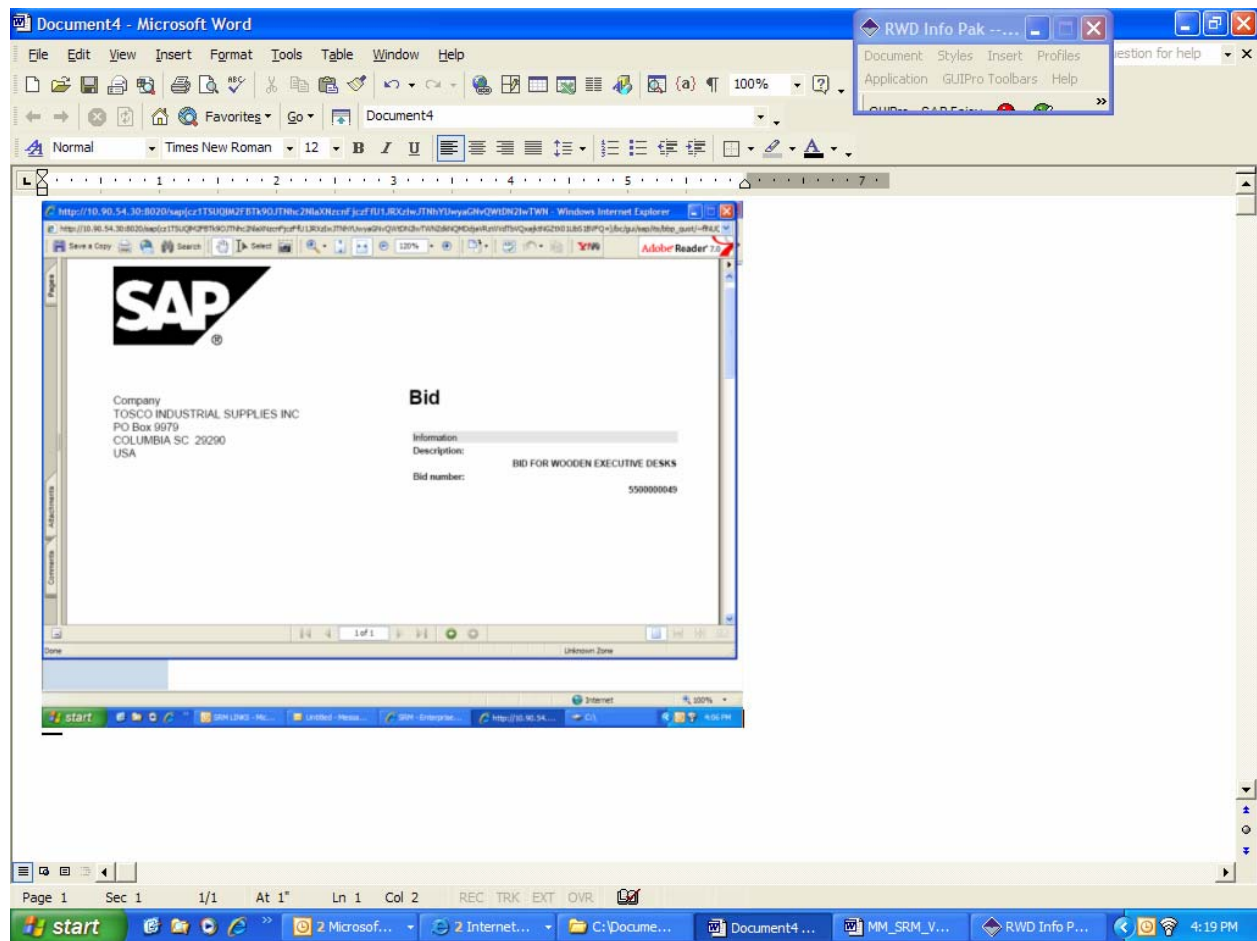
**Item Overview**

Find Item

Item	Description	Item Category	Product Category	Submitted Target Quantity	Attachments (buyer/me)	Notes (buyer/me)	Attributes	Price
1	Executive wooden desks	Material	OFFICE FURNITURE	25 each	0 / 0	1 / 0	1 (1 required)	1,500.00 USD Per 1

Legend :  Display item details  Change price

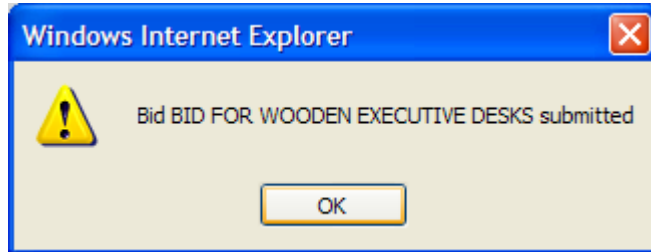
**OUTPUT PREVIEW:** After having checked the solicitation response for errors, the bidder is able to generate a printable copy of the bid for their records. Click at the right, top of the page of the Process Bid to preview the printable copy of the bid.



**NOTE:** The documents are generated in Adobe PDF format. If you do not have Adobe Acrobat Reader, it is available at: [www.adobe.com](http://www.adobe.com)

31. Click **Submit** .

### Windows Internet Explorer



32. Click  .



The system displays the message, "Bid xxxx submitted."

**You have now successfully completed a State of South Carolina solicitation.**